



Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

Section 101 - Human Resources

Human Resources - 101.00		
S.O.P. # 101.10	Shift Transfers and Requests	PAGE: 1 OF 1
EFFECTIVE: 07/2001	Authorized: John Filer, Chief	
REVISED: 09/2016	Authorized: William Stephens, Director	

101.10.01 Purpose

To establish general policies and procedures for shift transfers and requests.

101.10.02 Policy

1. The Operations Captain has the authority to create, change/transfer and or delete shifts in collaboration with the Operations Chief.
2. Desired shifts will be scheduled in a manner that best serve the mission of the Department.
3. Personnel may only actively transfer to another shift at their personal request once a year.
4. Affected personnel will be notified four (4) weeks prior to implementation of changes.

101.10.03 Procedures

When an employee would like to request a shift transfer and or change then he/she shall do so in the following manner:

1. All requests will be made in writing via an Inter-Department Memorandum or county email.
2. All requests shall be addressed to the Operations Captain through the proper chain of command.
3. Requests should include the following information:
 - a. Person making the request
 - b. Date of the request
 - c. Shift requested
 - d. Reason request is being made
 - e. Any extenuating factors involved in the request
 - f. Requested effective date of the request (If two-parties agree to a shift swap then both parties must complete a statement and forward it along with the inter-office memorandum or county email.)
4. Responses for such will be delivered in writing.
5. Final approval for all personnel changes is at the discretion of the Operations Chief.